



Appendix B

Forms

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Introduction

This appendix includes official forms that are used as part of the phytosanitary export certification process that Authorized Certification Officials (ACOs) or exporters may complete (wholly or partially), sign, and distribute. In the interest of legibility, the forms in this appendix have been typed; however, most forms may be completed by legibly hand printing in ink.



These forms are supplemental to the Federal plant export certificates that ACOs issue for certifiable plants and plant products offered for export.

Directions for completing, endorsing, distributing, and maintaining Federal plant export certificates are located under *Procedures*, [Export Certificates](#) on **page 2-5-1**.

FIGURE B-1-1: Example of APHIS Form 7060, Official Warning, Violation of Federal Regulations (blank)

Purpose of APHIS Form 7060

APHIS Form 7060, Official Warning, Violation of Federal Regulations, is issued by USDA-APHIS-PPQ Officers-in-Charge when the violation **does not** warrant further action and **only** after consultation with local or regional Investigative and Enforcement Services (IES) officials. USDA-APHIS-PPQ Officers-in-Charge use APHIS Form 7060 to do the following:

- ◆ Inform the exporter or agent of the violation
- ◆ Advise the exporter or agent of the correct procedure to follow for making changes to a Federal plant export certificate
- ◆ Inform the exporter or agent of the consequences for failing to follow procedures

APHIS Form 7060 may be used instead of pursuing an investigation for the following prohibited practices that could result in a foreign government rejecting a Federal plant export certificate and therefore rejecting the shipment. These prohibited practices should **not** warrant a criminal investigation, and unless an attempt to defraud is apparent, these first-time violations would warrant issuance of APHIS Form 7060.

- ◆ Addition of a letter of credit or other commercial reference
- ◆ Corrections to the number (generally **only** decreases) and description of packages, or distinguishing marks
- ◆ Correction to or deletion of botanical names of plants
- ◆ Correction to the means of conveyance
- ◆ Correction to the name of the exporter or consignee
- ◆ Decrease in the quantity declared

If the exporter is apparently seeking certification of a shipment that has **not** been inspected, then APHIS Form 7060 **cannot** be used.

Instructions to Complete APHIS Form 7060

See [Table B-1-1 on page B-1-4](#) for instructions on how to complete APHIS Form 7060.



If APHIS Form 7060 is issued, then **no** further action may be taken by IES on the incident.

TABLE B-1-1: Instructions to Complete APHIS Form 7060, Official Warning, Violation of Federal Regulations

If the block is:	Then follow these instructions to complete APHIS Form 7060:
Case No.	LEAVE BLANK; for IES use
Violator	LIST the name of the violator and/or company
Address	LIST the violator's street address, city, state, and zip code
Description of Violation	<p>◆ In the pre-printed statement, FILL in the date of the violation</p> <p>◆ Briefly describe the certification violation</p> <p>EXAMPLE Unauthorized change made to a Federal phytosanitary certificate that is in violation of 7CFR Part 353 and may be prosecuted under Plant Protection Act (7USC 7701) and other applicable laws.</p>
APHIS Official	ENTER the name and title of the USDA-APHIS-PPQ official that will sign the APHIS Form 7060
Office Address	ENTER the USDA-APHIS-PPQ official's office address and phone number
Signature	USDA-APHIS-PPQ official SIGNS
Date Issued	LIST the date the APHIS Form 7060 was signed
For Personal Service - Received By	LIST the name and signature of the violator's receiving official (violator entry)
Date Received	LIST the date APHIS Form 7060 is received by the violator (violator entry)
For Certified Mail - Receipt No.	LIST the certified mail receipt number for APHIS Form 7060

Distribution of APHIS Form 7060

Before issuing the completed APHIS Form 7060 to the violator, make two copies of the form. Send via FAX or mail, one copy to the local or regional IES official¹ and one copy to IES headquarters at the following address:

USDA-APHIS-IES
ATTENTION: Alan Christian, Director
4700 River Road, Unit 85
Riverdale, Maryland 20737
FAX: 301-734-4328
Phone: 301-734-8684

¹ For local and regional IES contacts, go to the following web site address: <<http://www.aphis.usda.gov/ies/contacts.html>>

PPQ Form 519, Compliance Agreement

<small>UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE PROGRAMS</small> COMPLIANCE AGREEMENT		
1. NAME AND MAILING ADDRESS OF PERSON OR FIRM Continental Cotton Warehouse P.O. Box 1330 Memphis, TN	2. LOCATION 3440 Fountain Blvd. Memphis, TN (615) 555-3434	
3. REGULATED ARTICLE(S) Cotton Bales		
4. APPLICABLE FEDERAL OR STATE COOPERATIVE DOMESTIC QUARANTINE(S) OR REGULATIONS 7 CFR 353	5. WILL RECEIVE FOREIGN SHIPMENTS <div style="display: flex; justify-content: space-between;"> YES NO </div> <small>Branch offices to receive foreign shipments are indicated by asterisk on attachment</small>	
6. I/we agree to the following: <p>That in authorizing and participating in the treatment of uniform universal density compressed baled cotton as a basis for the certification of regulated articles, no liability shall be attached either to the United States Department of Agriculture, to cooperating agencies, or to any of their employees in the event of injury to the property or the regulated articles; to handle, process, and move regulated articles in accordance with the provisions of applicable plant and pest quarantines; to use all permits and certificates in accordance with instructions; to maintain and offer for inspection such records as may be required; to carry out all additional conditions, treatments, procedures, precautions, and sanitary measures which may be required by the Plant Protection and Quarantine (PPQ) Officer in the following stipulations:</p> <p>A. To only export COTTON requiring phytosanitary certification in bales compressed to universal density.</p> <p>B. To visually inspect each shipment to ascertain that the bales are free from living insects, cottonseed, soil, or other contaminants.</p> <p>C. To load only clearly marked bales that have been kept segregated from uncompressed cotton into clean containers.</p> <p>D. To maintain files of shipping documents showing the number of bales, marks, and the signature of the manager or their or their authorized agent. Such files will be available for inspection upon request by federal or state plant regulatory officials.</p> <p>E. To contact PPQ prior to an expected shipping date by using a PPQ Form 572, Application for Inspection and Certification of Domestic Plants and Plant Products for Export, for each shipment.</p> <p>F. Compliance agreements are non-transferable. If the individual leaves his/her present employer or company, he/she must notify the local USDA office promptly. With the signature below, the person undertakes the responsibility for compliance for all consitions in the Compliance Agreement for all persons he/she directly supervises who may be involved with the regulated articles.</p> <p>G. (List other conditions as required).</p>		
7. SIGNATURE 	8. TITLE Manager	9. DATE SIGNED December 4, 2001
<p>The affixing of the signatures below will validate this agreement which shall remain in effect until cancelled, but may be revised as necessary or revoked for noncompliance.</p>		10. AGREEMENT NO. 11. DATE OF AGREEMENT
12. PPQ OFFICIAL (Name and Title) Robert Willis, Officer-In-Charge	13. ADDRESS USDA, APHIS, PPQ 3240 Lee Highway Brentwood, TN 38000	
14. SIGNATURE 	15. STATE AGENCY OFFICIAL (Name and Title) William J. Jones, Director	
16. SIGNATURE 	17. ADDRESS Tennessee Department of Agriculture Plant Industries Division 440 Garfield Place Nashville, TN 31000	
<small>PPQ FORM 519 AUG. 1977</small>		
<small>REPLACES PPQ 274, 519, 580, AND AQI 83, WHICH ARE OBSOLETE</small>		
<small>* SUPERCEDES PREVIOUS AGREEMENTS</small>		

FIGURE B-1-2: Example of PPQ Form 519, Compliance Agreement

Purpose of PPQ Form 519

PPQ Form 519, Compliance Agreement, is used to formalize agreements and to provide signed, written agreement of methods, conditions, and procedures necessary for compliance with regulations. PPQ Form 519 has a variety of uses in both domestic and foreign quarantine programs. PPQ Form 519 is also used to submit as evidence for violation cases.


Instructions to Complete PPQ Form 519

Review compliance agreements at least annually, but preferably twice a year. Amend compliance agreements as appropriate.

Any oral cancellation of a compliance agreement **must** be confirmed in writing as soon as possible. The establishment has 10 days to appeal the cancellation. Appeals **must** be made to USDA-APHIS-PPQ Deputy Administrator.

Complete PPQ Form 519 as instructed in [Table B-1-2 on page B-1-7](#). See also [Compliance Agreements for Compressed, Baled Cotton](#) on [page 6-3-1](#).

TABLE B-1-2: Instructions to Complete PPQ Form 519, Compliance Agreement

If the block is:	Then follow these instructions to complete PPQ Form 519:
1. NAME AND MAILING ADDRESS OF PERSON OR FIRM	LIST the name and mailing address of the person or establishment with whom the agreement is being made
2. LOCATION	LIST the location of the specific property(ies) for which the agreement is signed
3. REGULATED ARTICLE(S)	LIST the specific regulated articles to which the agreement applies, such as "Cotton Bales"
4. APPLICABLE FEDERAL OR STATE COOPERATIVE DOMESTIC QUARANTINE(S) OR REGULATIONS	LIST the legislative titles, parts, and subparts for the regulated articles, such as "7CFR 353"
5. WILL RECEIVE FOREIGN SHIPMENTS	Circle Yes or No based on the warehouse
6. I/WE AGREE TO THE FOLLOWING	<ol style="list-style-type: none"> 1. Outline the stipulations which apply to the establishment for each quarantine or regulation affecting the establishment 2. Make clear to the establishment that stipulations in the compliance agreement do not preclude compliance with other sections of a quarantine or regulation 3. If there is not enough space to list the stipulations, then write "See attached sheets" (attach the sheets to the original PPQ Form 519 and all its copies)
7. SIGNATURE	HAVE the responsible official of the establishment sign
8. TITLE	LIST the responsible official's title
9. DATE SIGNED	LIST the date the establishment official signed the agreement
10. AGREEMENT NO.	ASSIGN a compliance agreement number
11. DATE OF AGREEMENT	LIST the date of the agreement
12. PPQ OFFICIAL (Name and Title)	LIST the name and title of the USDA-APHIS-PPQ official executing this agreement
13. ADDRESS	LIST the USDA-APHIS-PPQ address
14. SIGNATURE	USDA-APHIS-PPQ Officer-in-Charge SIGNS (at a minimum)
15-17	<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p>Complete Blocks 15-17 only when the State is involved in cooperating with enforcing Federal quarantines.</p> </div> </div>
15. STATE AGENCY OFFICIAL	LIST the name and title of the State official
16. ADDRESS	LIST the State agency's address
17. SIGNATURE	HAVE the State official sign

Distribution of PPQ Form 519

Distribute PPQ Form 519 as follows in **Table B-1-3**:

TABLE B-1-3: Distribution of PPQ Form 519, Compliance Agreement

If the compliance agreement:	Then:
Affects one work unit	<ol style="list-style-type: none">1. GIVE the original to the establishment2. KEEP a copy for PPQ files in the area where the establishment is located
Affects more than one work unit	<ol style="list-style-type: none">1. GIVE the original to the establishment2. GIVE copies to all work units affected by the agreement3. KEEP a copy for PPQ files in the area where the establishment is located

PPQ Form 572, Application for Inspection and Certification of Domestic Plants and Plant Products for Export

FORM APPROVED OMB NO. 0579-0052		Required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.	
U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE		INSTRUCTIONS: APPLICANT - Forward original to the Officer in Charge where inspections, treatment, and certification will be given (Item 4). Complete items 1 thru 11. OFFICER - Complete items 12 thru 17.	
APPLICATION FOR INSPECTION AND CERTIFICATION OF PLANTS AND PLANT PRODUCTS FOR EXPORT			
1. NAME AND ADDRESS OF EXPORTER		3. NAME AND ADDRESS OF APPLICANT (or exporter's agent)	
		AREA CODE AND PHONE NO.	
2. NAME AND ADDRESS OF FOREIGN CONSIGNEE		4. PLACE WHERE ARTICLES WILL BE MADE AVAILABLE FOR INSPECTION AND/OR TREATMENT AND CERTIFICATION (Port and location)	
		5. APPROX. DATE OF DEPARTURE	6. PORT OF EXPORT
7. DESCRIPTION OF ARTICLES TO BE CERTIFIED			
a.	QUANTITY AND NAME OF PRODUCE AND BOTANICAL NAME		
b.	NUMBER AND DESCRIPTION OF PACKAGES		
c.	DISTINGUISHING MARKS		
d.	CERTIFIED ORIGIN		
8. DECLARED MEANS OF CONVEYANCE		I certify that the origin (place where grown) of the articles listed is as represented.	
9. DECLARED POINT OF ENTRY		10. SIGNATURE (applicant or exporter's agent)	11. DATE
EXPORT INSPECTION DATA - (To be filled in by Plant Protection and Quarantine Officer)			
12. LOCATION OF ARTICLES		13. % OF MATERIALS EXAMINED	14. % OF MATERIALS INFESTED
15. FINDINGS AND/OR TREATMENT GIVEN (Use reverse if necessary)			
16. SIGNATURE			17. DATE AND TIME INSPECTED
PPQ FORM 572 (DEC. 99) (The FEB 81 edition may be used.)			

FIGURE B-1-3: Example of PPQ Form 572, Application for Inspection and Certification of Domestic Plants and Plant Products for Export

Purpose of PPQ Form 572

PPQ Form 572, Application for Inspection and Certification of Domestic Plants and Plant Products for Export, is an exporter's application for services, and is utilized by Authorized Certification Officials as a worksheet to prepare Federal plant export certificates and to record inspection results. Although this form is required by regulation and is the preferred method to request phytosanitary export certification, in practice alternative methods are used to obtain the necessary information for inspection and certification.

Exporter Instructions to Complete PPQ Form 572

PPQ Form 572¹ is available for public use from the following web site address:

[<http://www.aphis.usda.gov/library/forms>](http://www.aphis.usda.gov/library/forms)

PPQ Form 572 is recommended for those exporters who infrequently export plants or plant products, or who **must** send plants or plant products to USDA-APHIS-PPQ offices for inspection. Exporters who partially complete PPQ Forms 577 and PPQ Forms 579 to apply for inspection may **not** be required to submit an application using PPQ Form 572.

ACO Instructions to Complete PPQ Form 572

ACOs record the results of inspection in the section titled Export Inspection Data. Inspection results may include discrepancies found in the description of articles to be certified (i.e., quantity, name, number, description of packages, distinguishing marks, or certified origin). See [Table B-1-4 on page B-1-11](#) for instructions to complete the Export Inspection Data of PPQ Form 572.



ACOs are responsible for holding in strict confidence the information on PPQ Form 572.

¹ This application may be available online at locations piloting the Phytosanitary Certificate Issuance Tracking System (PCIT); contact the PCIT Coordinator of USDA-APHIS-PPQ Export Services for further information.

TABLE B-1-4: Instructions to Complete PPQ Form 572, Application for Inspection and Certification of Domestic Plants and Plant Products for Export

If the block is:	Then follow these instructions to complete PPQ Form 572:
1-11	<ol style="list-style-type: none"> 1. Exporter, shipper, or broker completes <i>Blocks 1-11</i> 2. ACOs check these blocks for legibility, accuracy, and completeness in order to complete a Federal plant export certificate
Export Inspection Data (to be completed by ACOs)	
12. LOCATION OF ARTICLES	LIST the place where you inspected the plants or plant products
13. % OF MATERIALS EXAMINED	LIST the percentage (how much) of plants or plant products that were inspected
14. % OF MATERIALS INFESTED	LIST the percentage of plants or plant products that were infested or infected
15. FINDINGS AND/OR TREATMENT GIVEN (use reverse if necessary)	<p>LIST all findings and/or treatments given as a result of your inspection, which may include the following:</p> <ol style="list-style-type: none"> 1. Pest or disease if infested or infected 2. Details of the treatment if treated 3. Exporter actions to meet the phytosanitary import requirements (e.g., repackaging, reconditioning, or debarking) 4. Unique or unusual situation about the shipment such as additional declarations to be entered on the Federal plant export certificate 5. Supporting documents provided by the exporter such as import permit copy, acceptable inspection certificate, State phytosanitary certificate, treatment information 6. Intended use of commodity if needed to determine the phytosanitary requirements of the importing country (e.g., wheat grain or wheat seeds)
16. SIGNATURE	SIGN your name (ACO)
17. DATE AND TIME INSPECTED	ENTER the date and time the plants or plant products were inspected

Distribution of PPQ Form 572

Once the Federal plant export certificate is issued, then attach PPQ Form 572, with inspection results, to the Issuing Office Copy.

There is **no** other distribution of PPQ Form 572 as this form **only** serves as the application for certification and a worksheet for ACOs.

PPQ Form 576, Attachment Sheet for Phytosanitary Certificate or Phytosanitary Certificate for Reexport

No phytosanitary certificate can be issued until an application is completed (7 CFR 353)		FORM APPROVED OMB NO. 0579-0052	
UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE		FOR OFFICIAL USE ONLY	
ATTACHMENT SHEET FOR PHYTOSANITARY CERTIFICATE OR PHYTOSANITARY CERTIFICATE FOR REEXPORT		1. ADDENDUM TO NO: <div style="border: 1px solid black; padding: 5px; text-align: center;">FPC</div>	
		2. DATE:	3. PAGE NO:
This attachment is issued by Authorized Certifying Officials under authority of the United States Department of Agriculture (USDA). The USDA Phytosanitary Certificate (PPQ 577) or Phytosanitary Certificate for Reexport (PPQ 579) must reference its use. This attachment sheet may only contain information that would normally be included on a PPQ 577 or PPQ 579, and its use is only authorized in instances in which necessary information could not be included on a PPQ 577 or PPQ 579.			
4. ADDITIONAL INFORMATION:			
5. NAME OF AUTHORIZED OFFICER: <i>(Type or Print)</i>		6. SIGNATURE OF AUTHORIZED OFFICER:	
No liability shall attach to the United States Department of Agriculture or to any officer or representative of the Department with respect to this certificate.			
According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0052. The time required to complete this information collection is estimated to average 1.20 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.			

B-1-12

Purpose of PPQ Form 576

The “Attachment Sheet for Phytosanitary Certificate or Phytosanitary Certificate for Reexport” is used when the required information for phytosanitary certification does not fit on the original FPC (PPQ Form 577) or FPC-R (PPQ Form 579). PPQ Form 576 can only include information that would normally be included on a FPC or FPC-R. Reference to the attachment must be included in the appropriate block of the original PPQ Form 577 or PPQ Form 579. Multiple blocks on the PPQ Form 577 or PPQ Form 579 may reference this attachment sheet (PPQ Form 576).

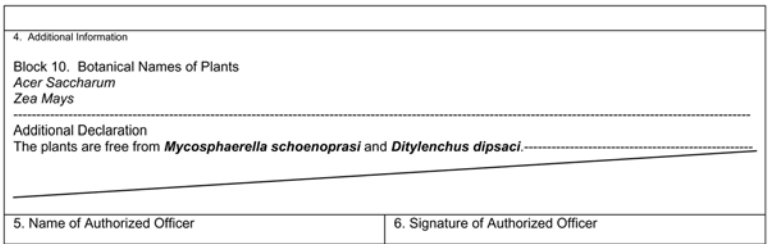


The PPQ 576 attachment sheet cannot be used for the PPQ 553 or PPQ 578.

Instructions to Complete PPQ Form 576

Refer to [Table B-1-5](#) below.

TABLE B-1-5: Instructions to Complete PPQ Form 576, Attachment Sheet for Phytosanitary Certificate or Phytosanitary Certificate for Reexport

If the block is:	Then follow these instructions:
1. ADDENDUM TO NO.	Enter the serial number of the PPQ 577 or PPQ 579 that the attachment references.
2. DATE	Enter the date the attachment was issued by the certifying officer (must be the same date as the issuance date of the PPQ 577 or PPQ 579).
3. PAGE NO.	Enter the page number of the attachment (example: if one attachment page, 1/1; if two attachment pages, 1/2 and 2/2).
4. ADDITIONAL INFORMATION	<p>Enter the additional information. Be sure to first reference the corresponding section of the PPQ 577 or PPQ 579. If more than one section is included on the attachment sheet, a single horizontal line will indicate the start of another section. Once all the data is included, line out any unused portions of the line and the rest of the form (see example below).</p> 
5. NAME OF AUTHORIZED OFFICER	Enter the name of the Authorized Officer: TYPE or PRINT the name of the Authorized Certifying Official who will sign the certificate. NOTE: The signature on the PPQ 576 must be the same as the name on the original PPQ 577 or PPQ 579.
6. SIGNATURE OF AUTHORIZED OFFICER	Signature of Authorized Officer: Must be the signature of the Authorized Certifying Official that signed the original PPQ 577 or PPQ 579. NOTE: Stamped signatures are not permitted. The signature must be in blue ink.

PPQ Form 580, ACO Identification Card

UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
PLANT PROTECTION AND QUARANTINE
WASHINGTON, DC 20260
ACO IDENTIFICATION CARD

AUTHORIZED CERTIFICATION OFFICIAL (ACO) (Signature)		ACO ID NO.
NAME (typed or printed)	DATE ISSUED	DATE EXPIRED

The above-named person has been designated as an Authorized Certification Official (ACO) by Plant Protection and Quarantine (PPQ), Animal and Plant Health Inspection Service (APHIS), U.S. Department of Agriculture, to serve without additional compensation and is hereby authorized to perform phytosanitary export certification of plants and plant products and to issue APHIS, PPQ plant export certificates in accordance with APHIS policies, directives, and regulations.

Export Certification Specialist (ECS)

PPQ FORM 580 (NOV 2002)

FIGURE B-1-5: Example of PPQ Form 580, ACO Identification Card

Purpose of PPQ Form 580

PPQ Form 580, ACO Identification Card, is used to provide Authorized Certification Officials (ACOs) with an official document of authorization that they can carry with them while certifying plants and plant products offered for export.

PPQ Form 580 is issued to State cooperators and PPQ officers who meet the educational and work experience requirements for an agent or for an inspector and who successfully pass *PPQ's Export Certification Training*, making them eligible to be designated as ACOs in the USDA-APHIS-PPQ phytosanitary export certification program. The requirements for agents (state cooperators) and for inspectors (PPQ officers) are in accordance with 7CFR 353.6 and the North American Plant Protection Organization Standard for the Accreditation for Individuals to Sign Federal Phytosanitary Certificates (RSPM #8).

PPQ Form 580 is valid for 3 years.



PPQ regional offices will maintain a supply of ACO Identification Cards. PPQ Form 580 should **not** be issued to ACOs until the ACO database is operational. If ECSs issue PPQ Form 580s to ACOs with their current identification numbers before the ACO database is operational, then the cards will have to be reissued when new identification numbers are assigned.

Instructions to Complete PPQ Form 580

Export Services grants accreditation once the work experience, educational, and training requirements are met. The ACOs date of authorization is entered in the ACO database. Once accreditation is granted, the Export Certification Specialist completes PPQ Form 580 for ACOs under their jurisdiction. See [Table B-1-6 on page B-1-16](#) for instructions on how to complete PPQ Form 580.

TABLE B-1-6: Instructions to Complete PPQ Form 580, ACO Identification Card

If the block is:	Then follow these instructions to complete PPQ Form 580:
AUTHORIZED CERTIFICATION OFFICIAL (ACO) (Signature)	LEAVE BLANK and direct the ACO to sign the card upon receipt because the card is not official until signed
ACO ID NO.	ENTER the identification number generated by the ACO database
NAME (<i>typed or printed</i>)	TYPE or print the ACO's name
DATE ISSUED	ENTER the date
DATE EXPIRED	ENTER the date the ACO's accreditation will expire (3 years from the date of accreditation)
Export Certification Specialist (ECS)	SIGN your name (ECS)
ACO CONTACT INFORMATION (Reverse side)	1. Cross out "ACO" and replace with "ECS" (printing error) 2. Fill out your contact information using pencil (allowing for changes within the 3 years)

Distribution of PPQ Form 580

ECSs may mail or personally give the ACO ID Card to each individual, reminding the ACOs that the card is **not** official until the ACOs apply their signature to the card.

Maintenance of PPQ Form 580

Each ACO is responsible for keeping their ID Card for 3 years. Prior to the expiration date, ACOs or their supervisors should contact their ECS to schedule reaccreditation training.

All ACOs **must** successfully pass reaccreditation training and a reaccreditation test in order to maintain their accreditation. Once completed, they will be issued a new ACO ID card with an updated expiration date.